

Burrillville

Recreation Commission

RE: Minutes, October 12, 2010

Present: Cheri Hall, Director

Juliette Lopez-Recinos, Vice Chair Dave Marcotte

Kevin Mazzearella, Secretary

Timothy Pratt

Alice Lavigne

Michael Karmozyn, Burrillville Town Council Liaison

Absent: Al Low

Excused: Al Gerew, Chair

Guests: None

Meeting called to order at 6:35 p.m. by Juliette Lopez-Recinos, Vice Chair at the Burrillville Parks and Recreation Offices, 92 North Main Street, Pascoag, R.I.

Motion to accept minutes of September 13, 2010 regular meeting by Dave Marcotte. Seconded by Alice Lavigne. Motion passed 5-0.

Correspondence:

The Director reported a plan was received regarding a small park area where the CVS expansion is proposed. The choice is either monies or land for recreational use as part of the development plan. Dave Marcotte reviewed the proposed land for recreational use being offered as part of the CVS expansion proposal versus in lieu of fees. Burrillville Town Council Liaison Michael Karmozyn will question why the Recreation Commission has not been notified regarding the decision to receive land or monies for recreational use from development projects. The Director will share with the Town Planner the paperwork previously utilized by the Recreation Commission to determine the acceptance of fees or land for recreational use. Dave Marcotte will speak with the Town Manager regarding this process.

The Director received notification from School Facilities Manager Jim Woodward regarding a mandatory crowd manager course being required by the Harrisville Fire Department for groups over 49 people.

A meeting was held last week with the crowd management course being scheduled for November 3, 2010 from 6pm to 10pm. The Director questioned if the Burrillville Extended Care staff or youth league program staff should be trained.

Dave Marcotte questioned if the janitorial staff would be the crowd managers at school use functions by the recreational leagues. An invitation was extended to the commission to attend the training session.

Good & Welfare:

None

Old Business:

Skate Park

The Director stated the request forwarded to the Department of Transportation by the Town Manager for use of the proposed land for the relocation of the skate park was received. A letter from the Department of Transportation was received notifying the review process has been initiated.

Spring Lake Beach

The winterization of the Spring Lake Beach Facility is currently being scheduled soon due to the colder temperature.

Duck Race

The Director reported the Duck Race was a success with a record breaking 493 tickets at \$5.00 each being sold. Recreation Commission member Alice Lavigne was recognized for her selling of 132 tickets. Total income was \$2,465 with \$850 being given for prizes leaving a split of \$807.50 to the Burrillville Lions Parks and Burrillville Recreation Department.

Holiday Ornaments

Quotes have been sought for pricing of the Holiday Ornaments. A sketch of a proposed ornament representing the Spring Lake Beach

Facility as the first of a series was presented to the commission. Dave Marcotte stated North Smithfield has holiday ornaments offered.

The Director will check with North Smithfield regarding any suggestions for offering the ornaments. The actual ornament is \$8.95 each including the box with additional fees to foil stamp a picture of the ornament on the front, artwork, etc. from ChemArt Company with a two week turnaround time. The total approximate cost is \$2,667 for 250 ornaments. The town would charge \$15 each for ornaments with a profit of \$1,082 on 250 ornaments sold. Other ornament quotes were reviewed with the commission. Funds will be utilized from the Parks and Recreation fundraising account and then reimbursed with the sale of the ornaments. The ornaments will be sold at different town locations along with advertising on the website.

Motion to proceed with ornaments was made by Dave Marcotte. Seconded by Timothy Pratt. Motion passed 5-0.

Spring Lake Beach Leases

The Director reported that, with the assistance of Recreation Commission member Dave Marcotte, changes to the request for proposals for both the snack bar and arcade were made and reviewed with the commission. A pre-bid conference was held with the bid opening to take place at the town hall at 10:00 a.m. on October 22, 2010. The recreation commission will review the proposals at the November 8, 2010 meeting and will be presented to the Town Council in November.

A change to the lease agreement was the requirement of the approval by the Parks & Recreation Department of any redemption prizes to allow for compliance. As in the past, a minimum bid was originally required for each request for proposal but was then eliminated. The bids can be denied if not acceptable. Dave Marcotte voiced his concerns regarding not requiring a minimum bid requirements. The bid proposals will be reviewed by the Recreation Commission at a future meeting.

The Director reported meeting with Boisclair Lock to change locks at the Spring Lake Beach Facility. As part of the lease agreements, a deposit is required for the keys and access to the buildings will be seasonal except with the approval of the director. A severability clause was also written into the proposals.

Recreation Vehicle

The new recreation vehicle is to arrive this week to allow for insurance and registration to be issued in preparation of pick up.

New Business:

Holiday Programming

Santa on the Town Common scheduled for December 4th and the Santa Calling program scheduled for December 9th through 12th will be announced in the upcoming Bugle.

Program and League Insurance

Finance Director John Mainville requested insurance coverage and waiver information for the Parks & Recreation Department leagues and programs. A copy of a spread sheet with the Parks & Recreation league and program insurance and waiver information was reviewed with the commission.

Branch River Park Tennis Courts

After a review of the bids, the Recreation Commission voted to award the bid o the overall lowest bidder, T. Fuoco at \$88,130.00. This includes \$500 for additional fence and gate. Also voted to request an additional \$11,000 for equipment for total funding at \$99,131.00. Motion to approve by Dave Marcotte. Seconded by Kevin Mazzeralla. Motion passed 5-0.

Meeting Adjourned: Motion made Dave Marcotte. Seconded by Kevin Mazzarella. Meeting adjourned at 7:50 p.m. Motion Passed 5-0.

Next Meeting: Monday, November 8, 2010 at 6:30 p.m., Burrillville Parks & Recreation Office, 92 North Main Street, Pascoag, RI 02859

Recorded by

Carol L. Conway

Administrative Aide

Burrillville Parks & Recreation Department

